

WESTFORD NEW CENTER BUILDING STUDY
Working Group Meeting #02 – 11.16.2017

Attendees:	Jodi Ross (JR)	Town Manager
	Eric Heideman	Assistant Town Manager
	Tom Mahanna	Chair PTBC
	Kirk Ware	PTBC
	Karen Cavanagh	PTBC
	Mike Wells (MW)	Director of Technology
	Jeff Shaw	Context Architecture (CTX)
	Chris Logan	Context Architecture (CTX)
	Elizabeth Apeldoorn	Context Architecture (CTX)
Distribution:	All above, plus:	
	Nancy Cook	PTBC
	Terry Stader	Veteran's Service Officer
	File: 1712: 02.2.2	

1. **Programming – the first draft of the space needs was discussed**

- Public Lobby: JR noted that size may be too large. CTX noted that lobby is sized to accommodate a 100-person meeting letting out and that actual size/layout will be determined as the building layout develops.
- Public Conference Room: JR noted that room will also be used for caucusing during public meetings and should be located close to the Public Meeting Room. Table to accommodate 10 people.
- Public Meeting Room: Security is important. All doors/glazing to be bullet proof and a panic button be added. An additional exterior door to be added to allow for additional egress and security. The sound issues with accordion walls was discussed. Wall to be included if sound transmission can be controlled. Seating capacity of room was discussed. JR noted that 100-person capacity is desired but not set in stone.
- CATV: CTX to contact Westford CAT, Lauren Horton, for specific requirements. CATV storage room to be combined with the public meeting room storage room.
- Staff Toilets: Doors to have closers and occupancy sensors. Room designation should be Male and Female, not Unisex.
- Break Room: More countertop space was requested, refrigerator can be under counter in lieu of full size.
- Technology Director Office: Remove (2) lateral files.
- Technology Workroom: MW requested desks be rearranged and high partitions be added for more privacy. TVs and conference table not required.
- IT Training/Conference Room: It was noted that room may be used for EOC. Projector and screen not required.



-Veterans Services: Department layout was discussed. Veterans Admin Office and Waiting Area to be combined and storage room can be included within building storage if needed.

-Facilities Department: JR noted that facilities department should ideally be located on first floor to minimize contractor traffic. More space for laying out plans should be added.

2. **Building Size**

-CTX noted that based on the space needs identified plus the inclusion of a basement the realistic square footage would be closer to 10,000SF however it was also understood that the goal is to reduce the space by combining and using flexible spaces to create a smaller footprint. This would have two important outcomes: achieve aesthetic balance with Town hall and to reduce overall cost. Town noted that 8,000SF should be the target.

-A basement level was discussed. CTX noted that a basement is possible but would be very expensive to waterproof and ledge might be an issue. Town stated that a basement is highly desired and should be included within this study; CTX to proceed with basement in building design.

-Square footage discrepancy between first and second floors was discussed. CTX to shift spaces to second floor and basement in order to more evenly distribute space to allow for a more efficient and cost-effective building.

3. **Building Connection**

-A direct connection to Town Hall building was discussed. Use of Police Station lobby as a connection was discussed again. Either first floor or second connection is acceptable.

4. **Next working group meeting is scheduled for Thursday November 30, 2017 at 12:00 PM.**

Agenda:

- Review second draft of program
- Review initial concept site options

These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Respectfully submitted,
Elizabeth Apeldoorn
Context Architecture